

# PROJECT PROGRESS REPORT

This report will provide an update to Multicultural Affairs, Department of Children, Youth Justice and Multicultural Affairs, on the progress of your project activities. If you have any queries or would like to discuss further, please send an email to [MAfunding@cyjma.qld.gov.au](mailto:MAfunding@cyjma.qld.gov.au).

<b>Grant ID:</b>	
<b>Organisation:</b>	
<b>Reporting period:</b>	

## PROJECT ACTIVITIES

For this reporting period, please list the activities delivered and indicate if they have been completed or are continuing within the project funded period. Refer to signed Particulars / Variation Agreement (funding agreement) for the listing of activities.

	<b>Activities</b>	<b>Status (ongoing/completed)</b>
1		
2		
3		
4		
5		

*Include additional rows if required.*

## PARTICIPATION

How many people have participated in project activities in this reporting period?

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<b>Indicate the organisations engaged in the project</b>	<b>What was their role?</b>

*Include additional rows if required.*

Please note, personal information, such as names of participants, is not required.

## PROJECT OUTCOMES

What outcomes have been achieved during this reporting period?

Describe any unforeseen drawbacks and how they were rectified. If not yet rectified, what measures will your organisation undertake to address them?

Provide any feedback received from participants?

## ADDITIONAL INFORMATION

Provide any additional information you would like the department to know about your project eg. good news stories.

List the promotional materials you have distributed for your project.

*Please attach any other information, such as photographs (noting image consent is required for any individuals featured) to demonstrate your achievements.*

## CASE STUDY

We are also interested in receiving any case studies to highlight the successful outcomes from your project. Please see following a template to assist in developing.

### SUMMARY

- *Briefly explain your project.*

### CHALLENGE/NEED

- *Describe the challenge or need your organisation was addressing.*

### ACTION

- *Explain the activities or actions that your organisation implemented to address the challenge/need.*

### RESULTS/OUTCOMES

- *Describe the positive results and outcomes from your actions.*

**If available, please consider including a photograph representing the initiative, noting image consents are required for any individuals featured.**